



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER OF EXCELLENCE AND FORT HUACHUCA
1903 HATFIELD STREET
FORT HUACHUCA, ARIZONA 85613-7000

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ATZS-CS

SUBJECT: 2020 Lieutenant General Sidney T. Weinstein Award for Excellence in Military Intelligence Standard Operating Procedures (SOP)

1. The enclosed SOP identifies 2020 eligibility criteria, nomination procedures, and selection process applicable to the LTG Sidney T. Weinstein Award for Excellence in Military Intelligence.
2. The SOP will be reviewed annually and updated as required.
3. The Point of Contact for this SOP is the MI Corps Historian, US Army Intelligence Center of Excellence and Fort Huachuca, ATTN: ATZS-HIS, Fort Huachuca, Arizona 85613-7000, lori.s.stewart3.civ@mail.mil, DSN 821-4113 and commercial (520) 533-4113.

Encl

A handwritten signature in black ink, appearing to read "Peter J. Don", is written over a horizontal line.

PETER J. DON
COL, MI
Adjutant, Military Intelligence Corps

LTG Sidney T. Weinstein Award for Excellence in Military Intelligence Standard Operating Procedure (SOP)

1. Purpose. The Military Intelligence (MI) Corps created the LTG Sidney T. Weinstein Award in 2007 to honor the accomplishments of the "Father of Modern Military Intelligence." LTG Weinstein was not only a fine officer; he was a mentor, a role model, a friend to many, and a dedicated family man. This award is given annually to one MI Captain who, through his or her actions, demonstrates the values and ideals for which LTG Weinstein stood: Duty, Honor, and Country. This Standard Operating Procedure (SOP) prescribes the requirements and timelines for administering the LTG Sidney T. Weinstein Award for Excellence in MI Program. This SOP also publishes requirements and procedures for nominating and selecting outstanding Captains from the MI Corps for competition to earn this prestigious award.

2. References. Related publications and referenced forms are listed in Appendix A.

3. Explanation of abbreviations and terms. Abbreviations and terms used in this SOP are explained in the glossary (Appendix A).

4. Responsibilities

a. *Chief of the MI Corps.* The Chief of the MI Corps (Commanding General, US Army Intelligence Center of Excellence and Fort Huachuca [USAICoE&FH]) or a designated representative will present the 2020 LTG Sidney T. Weinstein Award for Excellence in Military Intelligence at an award ceremony to be held in conjunction with the Intelligence Senior Leader Conference at Fort Huachuca in late February 2020 (exact date to be announced later).

b. *Adjutant of the MI Corps.* The MI Corps Adjutant (Chief of Staff, USAICoE&FH) will:

- (1) Provide overall supervision of the award program.
- (2) Chair the Weinstein Award Review Board and selection process.

c. *MI Corps Historian, USAICoE&FH.* The MI Corps Historian will:

- (1) Update and distribute the SOP annually.
- (2) Ensure completion and qualification of nomination packets for the review board.
- (3) Act as the Board Recorder for the Weinstein Award Review Board.

(4) Assist the Adjutant of the MI Corps in planning and executing the award ceremony in February 2020.

5. Objectives. The MI Corps established the LTG Sidney T. Weinstein Award for Excellence in Military Intelligence to:

a. Recognize those MI Captains demonstrating the values and ideals for which LTG Weinstein stood: Duty, Honor, and Country.

b. Encourage and sustain competent MI company-grade officers for future leadership in the Army.

c. Promote the advancement of the MI Corps.

6. Eligibility criteria

a. The LTG Sidney T. Weinstein Award for Excellence in Military Intelligence is intended to recognize the leadership contributions of a Captain in the field of Military Intelligence during the period of 1 October 2018 - 30 September 2019.

b. Candidates must meet the following criteria:

(1) Be a Captain (CPT/O-3) in the US Army during the period of eligibility. Nominees must not be promotable at the time of nomination submission.

(2) Possess either an MI Officer Area of Concentration (AOC) or a 15C/35 AOC.

(3) Be fully eligible for continued service for at least one year after award presentation (i.e. through March 2021). Award cannot be given posthumously.

(4) Must not be under unfavorable personnel action or UCMJ.

(5) Meet height and weight standards specified in Army Regulation (AR) 600-9.

(6) Maintain a current passing grade on the Army Physical Fitness Test (APFT). The APFT requirement is waived for deployed nominees who are unable to take the APFT.

7. Selection criteria

a. Selection is based on the overall performance of the MI officer during the period 1 October 2018 - 30 September 2019.

b. Selection is based on existing information and should not cause the development of additional sets of records.

c. The following factors are considered and should be directly addressed/highlighted in the nomination packet:

(1) Demonstration of tactical and technical competence in the field of Military Intelligence.

(2) Commitment to the Army values of loyalty, dedication to duty, respect, selfless service, honor, integrity, and personal courage.

(3) Leadership performance exemplifying the ideals of Duty, Honor, and Country, which may include people skills, leadership climate, and interpersonal communication.

8. Nomination process for the Active Army, Army National Guard, and the US Army Reserve. Army units will follow a nomination process consistent with all eligibility criteria and procedures outlined in this SOP. Units will send their nominations via ENCRYPTED email to the MI Corps Historian at lori.s.stewart3.civ@mail.mil no later than 1 November 2019. Units can also physically mail their nominations to the MI Corps Historian (ATZS-HIS), USAICoE&FH, ATTN: LTG Sidney T. Weinstein Award for Excellence, 1889 Hatfield Street, Building 62723, Fort Huachuca, Arizona 85613-7000. Nomination packets will consist of the items below:

a. A cover letter in the format provided in Appendix B. The letter should be on unit letterhead, signed by the originator of the nomination, and include the nominee's full name, rank, AOC, unit of assignment, current duty position, duty telephone numbers, and e-mail address. The cover letter must also include verification of candidate's eligibility as indicated in paragraph 6b above.

b. Two memorandums from the nominee's chain of command at the 0-5 level or higher (or civilian equivalent) endorsing the nomination. These memorandums are IN ADDITION TO the cover letter required in 8a. Both memorandums should highlight the endorser's personal knowledge of the nominee's work and personal characteristics outlined in 7c above.

c. One Department of Army (DA) photograph of the nominee (waived if the nominee is deployed at time of packet submission). For electronic submissions, include the photograph as a separate high-quality (at least 300dpi) color jpg file (do not include photo in pdf file). Hard copy submissions must include a color print, not a photocopy.

d. UNCLASSIFIED narrative not to exceed two double-spaced typed pages with one-inch margins and Arial font size 12. Narrative should detail the nominee's significant accomplishments within Military Intelligence and should be based on the criteria for evaluation contained in paragraph 7c.

e. UNCLASSIFIED biography of the nominee not to exceed one page with one-inch margins and Arial font size 12.

- f. A copy of DA Form 4037 Officer Record Brief or DA Form 2-1 Personnel Qualification Record for ARNG and USAR nominees.
- g. A copy of the nominee's DA Form 67-9 Officer Evaluation Report covering the most recent 12-month period.
- h. A copy of the nominee's most recent APFT card and DA Form 5500/5501 Body Fat Content Worksheet, if required.
- i. Memorandum from unit S2 verifying material is UNCLASSIFIED.

9. Awards

- a. The recipient will be announced following the selection board process and will be recognized as noted below.
- b. The 2020 recipient or authorized representative will attend an award ceremony sponsored by the Chief of the MI Corps at Fort Huachuca in February 2020 (exact date to be announced later).
- c. Pursuant to Department of Defense (DOD) Regulation 5500.7-R *Joint Ethics Regulation*; Title 5 of the Code of Federal Regulations (CFR), Section 2635.204(d); and AR 600-8-22 *Military Awards*, the awards are part of a bona fide regular program of recognition with established nomination criteria and selection procedures. Accordingly, recipients selected for this award may accept outside gifts presented after appropriate annual ethics review.

10. Funding. USAICoE&FH will fund travel and per diem costs for the recipient and one guest to attend the award ceremony.

11. Milestones. Milestones for the 2020 LTG Sidney T. Weinstein Award for Excellence in Military Intelligence are listed below:

LTG Sidney T. Weinstein Award for Excellence in MI Program Milestones

Milestone: MI Corps message announcing competition

Date: 1 September 2019

Milestone: All nomination packets submitted to the MI Corps Historian

Date: 1 November 2019

Milestone: Selection process complete, winner is announced

Date: o/a 20 December 2019

Milestone: Award ceremony at Fort Huachuca, Arizona

Date: Week of 24 February 2020 (exact date to be announced later)

12. Publicity

a. All MI echelons are encouraged to publicize this program. This may be accomplished through public affairs officers and may include, but is not limited to, the following:

(1) Announcements of nomination window and recipient in local newspapers.

(2) Background information about the Army-wide aspects of the award program, selection criteria, and LTG Sidney T. Weinstein's distinguished career.

b. The use of personal information in publicity releases or in other documents in support of the requirements established by this SOP or supplements thereto will adhere to all applicable Privacy Act and Freedom of Information Act requirements.

c. Point of Contact for this SOP is the MI Corps Historian, at lori.s.stewart3.civ@mail.mil or 520-533-4113 (DSN 821-4113).

Appendix A

References & Glossary

Section I

Related Publications

A related publication is a source of additional information. The user does not have to read the related publications to understand this publication.

AR 600-8-22

Military Awards

AR 600-9

The Army Weight Control Program

5 CFR 2635.204(d)

Administrative Personnel

DOD 5500.7-R

Joint Ethics Regulation

Section II

Referenced Forms

DA Form 2-1

Personnel Qualification Record

DA Form 67-9

Officer Evaluation Report

DA Form 705

Army Physical Fitness Test Scorecard

DA Form 4037

Officer Record Brief

DA Form 5500/5501

Body Fat Content Worksheet

Glossary

Section I

Abbreviations

APFT

Army Physical Fitness Test

AR

Army Regulation

ARNG

Army National Guard

CFR

Code of Federal Regulation

DA

Department of the Army

DOD

Department of Defense

DSN

Defense Switched Network

MI

Military Intelligence

MOS

Military Occupation Specialty

OER

Officer Evaluation Report

SOP

Standard Operating Procedure

USAICoE&FH

US Army Intelligence Center of Excellence and Fort Huachuca

UCMJ

Uniform Code of Military Justice

USAR

United States Army Reserve

Section II**Terms****Active Army**

The Active Army consists of Regular Army Soldiers on active duty; Army National Guard (ARNG) and Army Reserve Soldiers on active duty except as excluded below; ARNG Soldiers in the service of the United States pursuant to a call; and all persons appointed, enlisted, or inducted into the Army without component. Excluded are Soldiers serving on active duty for training (ADT), Active Guard Reserve (AGR) status, active duty for special work (ADSW), temporary tours of duty (TTAD) for 180 days or less, and active duty pursuant to the call of the President (10 USC 12304).

**APPENDIX B
COVER LETTER FORMAT**

(on unit letterhead)

MEMORANDUM FOR President of the LTG Sidney T. Weinstein Award Review Board, US Army Intelligence Center and Fort Huachuca (USAIC&FH), ATTN: ATZS-HIS, 1889 Hatfield Street, Building 62723, Fort Huachuca, Arizona 85613-7000

SUBJECT: Nomination Packet for the 2020 LTG Weinstein Award

1. I nominate CPT XXXXXXXXXXXX for the 2020 LTG Weinstein Award.
2. In support of this nomination the following information is provided.
 - a. Name: XXXXXXXXXXXXXXXXXXXX
 - b. Grade: CPT (Not promotable)
 - c. Area of Concentration: XXXX
 - d. Current duty position and unit of assignment: XXXXXXXXXXXXXXXXXXXX
 - e. Duty Phone Number (DSN or Commercial): XXXXXXXXXXXX
 - f. Email address: XXXXXXXXXXXXXXXX
3. I verify that the nominee meets the following criteria:
 - a. Holds the appropriate rank for eligibility.
 - b. Is fully eligible for continued service through March 2021.
 - c. Is not under unfavorable personnel action or UCMJ.
 - d. Meets height and weight standards specified in Army Regulation (AR) 600-9.
 - e. Has a current passing grade on the Army Physical Fitness Test (APFT).
4. The point of contact for this nomination is XXXXXXXXXXXXXXXX at [email] or [telephone number].

//signed// XXXXXXXXXXXXXXXX